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Metanoia Institute Health and Safety Policy

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Foreword by the Chair of the Board of Trustees

The Board of Trustees at The Metanoia Institute have the ultimate responsibility for health and safety at the Institute and takes its role in this regard very seriously. The health and safety of the Institutes staff, students and visitors is of paramount importance, and the board members embrace our health and safety responsibilities. The Board provides leadership in the development of health and safety strategy and makes every effort to meet our legal duties for the health and safety of employees and others affected by the Institute's activities.

The Board of Trustees aim for a continually improving system of health and safety management that drives the Institutes to zero reportable incidents/accidents. The Board aims to achieve this by:

- Providing Leadership;
- Having a formal role in developing Health and Safety strategy;
- Ensuring adequate resources are provided to meet requirements;
- Ensuring all decisions reflect the statement of intent;
- Monitoring Health and Safety performance;

The Staffing and Remuneration Sub-Committee (SARSC) of the Board of Trustees has been formally delegated a series of responsibilities relating to Health and Safety, These will include the review of an annual report, setting of Health and Safety objectives regular receipt and action of reports on progress; and the monitoring of a series of key performance indicators selected by the Board.

Operational responsibility is delegated by the Board of Trustees to the Chief Executive Officer of the Institute. The CEO is responsible for implementing and maintaining a health and safety management system, and the Facilities Manager is responsible for organisational arrangements necessary to fulfil the requirements of the policy.

The policy applies to all employees, students and visitors, including those travelling in the UK and overseas: to all premises owned by, used by and under the control of the Institute; and to all activities related to the functioning of the Institute.

The Institute aims to create and maintain a stimulating and vibrant working environment that promotes excellence in academic achievement and its professional services. It is a fundamental principle that all parties follow the requirements of this policy.

The Board of Trustees expects all Institute managers and employees to commit to the achievement of this policy.

Signed:

Dated:

Professor Ron Parker

Chair of Metanoia Institute

Statement of Intent

The management of risks to health and safety are the responsibilities of everyone with the support of the Facilities Manager, all members of the institute should be committed to creating a safe and healthy environment. The senior management team leads by example by communicating and promoting this policy and will seek continuous improvement in health and safety performance.

It is vital that as part of that, as part of a positive health and safety culture managers and staff are equipped with the knowledge and competence and support to deal effectively with health and safety issues in support of the wider aims and objectives.

Key Objectives

- To integrate health and safety planning into the Institutes planning cycles
- To support a positive health and safety culture where everyone is aware of and meets their responsibilities for the health and safety of themselves and others
- To ensure mechanisms are in place to eliminate/mitigate risk to injury and ill health
- To support those at work with health conditions and disabilities
- To ensure staff have training and knowledge to meet their responsibilities
- To ensure good reporting including near miss incidents to facilitate improvement
- To involve and include all staff, students on health and safety issues
- To provide resources to meet the Institutes health and safety obligations
- To provide competent specialist advice to support good decision making

Organisation

The overall responsibility for health and safety lies with the Board of Trustees which gives delegated authority to the CEO for implementation.

The Institute will define and review implementation of this policy, this will include defining specific roles for management and staff in areas of policy making and advice. Organisation arrangements are detailed in the document under 'Health and Safety Organisation and Responsibility'.

Implementation of the Policy

Faculty Heads are responsible for the management of health and safety activities they and their department undertake and are therefore responsible for putting clear health and safety practices in place for line managed staff and students within their Faculty.

Review

The policy will be reviewed every five years or following an event that requires further implementation or procedures.

Health and Safety Organisation and Responsibility

1. The Board of Trustees have delegated the Chief Executive Officer with management for health and safety within the Institute. The operational duties reside with the Facilities Manager. The board of Trustees will ensure that there are sufficient resources to implement key objectives.
2. The Facilities Managers responsibility covers the maintenance of safety records, investigations of incidents/accidents and near misses, monitoring of legislation and reports directly to CEO.

A full investigation will be carried out by the Facilities Manager in any incident/accident and reviewing of risk assessment to mitigate/exclude any further occurrence.

The Facilities Manager will induct new staff, ensuring all staff are informed of safety and emergency procedures as well as training in first aid and fire procedures.

The Facilities Manager is responsible for ensuring the Institutes obligations are met regarding the assessment, control, and monitoring of:

- Hazardous substances
 - Safe access and egress
 - Manual handling
 - Personal protection equipment
 - Display screen equipment
 - Egregious behaviour
 - Lone working
3. Faculty Heads have responsibility to provide leadership and to promote positive attitudes towards health and safety, each Faculty Head will ensure that:
 - All staff and students are aware of safety procedures
 - Keep up to date on health and safety procedures applicable to the Institute
 - Assist the Facilities Manager into an investigation as appropriate
 - Ensure faculty staff and students are fully aware of procedures in the event of an emergency evacuation of premises.
 4. All employees have a responsibility to do everything they can to prevent injury to themselves, fellow employees or others affected by their actions or omissions. Employees are expected to report any incidents which may have/had led to injury or damage.
 - Employees must ensure they use electrical equipment provided and report and damaged or broken equipment to Facilities;
 - Inform Facilities, Line Managers or Faculty Head concerning serious or imminent danger;
 - Know the evacuation of the buildings procedures in the event of an emergency
 - Be prepared to administer first aid where needed
 5. Students have a responsibility to do everything they can to prevent injury to themselves and any others who may be affected by their actions or omissions whilst at the Institute.

Students are expected to follow instructions and acquaint themselves with the Institutes emergency evacuation procedures and take part in campus evacuation drills.

6. Visitors have a responsibility to do everything they can to prevent injury to themselves and any others who may be affected by their actions or omissions whilst at the Institute. Visitors are expected to follow instructions and acquaint themselves with the Institutes emergency evacuation procedures and take part in campus evacuation drills.
7. Students on placement have a responsibility to themselves and others including clients to do everything they can to prevent injury to themselves and any others who may be affected by their actions or omissions whilst at the Institute. Placements students will be responsible for
 - Ensuring safe egress to clients in the event of an emergency evacuation;
 - Alert a member of staff to clients showing egregious behaviour;
 - Familiarise themselves with alarm procedures for emergency assistance;
 - Ensure reporting of incidents to Clinical Director/Facilities Manager

Administration and Procedures

- All staff, students and visitors must sign in and out of the buildings;
- A risk assessment will be carried out and reviewed annually;
- A lone worker policy will be available and reviewed annually for lone staff and MCPS practitioners;
- Any Incident/accident must be reported to the Facilities Manger to undertake a full investigation;
- Any egregious behaviour of staff or students will be reported to the CEO.

Health and Safety Arrangements

First Aid

In the event of an accident causing injury or a person becoming unwell insure the casualty is not moved and send for a first aider. The first aider will assess if an ambulance is called.

- First aid boxes are located in the foyer of each campus
- Defibrillator located in Library
- First aid staff names and details of location are displayed in the foyer of each campus
- The accident book is located in a hanging folder in the foyer of each campus and the Facilities Manger will undertake any reporting under RIDDOR.

Fire

In the event of a fire students and staff are required to evacuate the building, do not stop to collect personal items but make your way immediately to the nearest fire exit. Facilities Manager, staff or trainer are responsible for contacting the fire brigade.

If you suspect/see a fire:

- Operate the nearest fire alarm call point immediately
- Fire appliances are located throughout the buildings but do not try to tackle a fire without the appropriate training or by putting yourself at risk

- The location of fire exits will be shown during induction
- Fire drills will be conducted at the beginning and throughout the academic year
- Maps showing fire procedures and fire exits are displayed in each room

Office Staff

Staff using display screen equipment will be given training annually.

Accidents and Incidents

All accidents and incidents however minor they appear should be reported to the Facilities Manager/Weekend training staff.

This policy is made under the fulfilment of the requirements of The Health and Safety at Work Act 1974 and any other relevant legislation and regulations.